Q345

User Guide

www.micromaxinfo.com

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Android 5.0

Micromax Q345 comes with Android 5.0, Lollipop. With a more interactive user interface, this latest version of Android OS will definitely make your mobile experience better and faster. Enhancements have been made in various sections, such as dialer, notifications, and recent applications to improve the usability. Also, you will find some useful new features that have been introduced in Android 5.0.

Read Me First

- Please read all safety precautions and this manual carefully before using your device to ensure safe and proper use.
- The descriptions in this manual are based on the default settings of your device.
- Available features and additional services may vary by device, software, or service provider.
- Applications and their functions may vary based on the country, region, software or hardware specifications. Micromax is not liable for performance issues caused by third-party applications.

Disclaimer

- The colors, specifications, functions and graphics shown/mentioned in the user manual may differ from the actual product. In such a case, the latter shall govern. Images shown are for representation purpose only. Specifications are subject to change without prior notice. Micromax keeps the right to modify the content in this user guide without prior notice.
- Upon first use of your device, your device will send information related to your mobile, IMEI numbers, location details and other software details through SMS* automatically. This information may be used as further specified in Micromax privacy policy**.
- Talk and standby times are affected by network preferences, type of SIM cards, connected accessories and individual usage patterns. Services and some features may be dependent on the network, service/content providers, SIM cards, compatibility of the devices used

Google Search

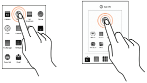
Google Search is available on the home screen and in the application menu too.

You can type your search keywords or can even speak up as your search supports voice recognition also. Use voice commands to access various useful sections on your handset.

Using the Touch Screen

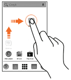
Tap and Hold

Tap and hold an item to view the list of actions based on the selected item and condition. Also, you can move an item from the Apps screen to the home screen using this method.



Drag an Item

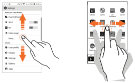
Tap and hold an item and move your finger on the screen until you reach the target position. The item follows your finger.



You can generally drag items from one location to another on the home screen. Also, you can delete items from the home screen by holding the item and dragging it to the **Remove** label that becomes available only when you hold the item on the Home screen.

Swipe

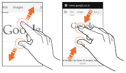
Place a finger on the screen and steadily slide your finger in the desired direction.



For example, when you are viewing a picture, to view the next picture, swipe left.

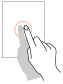
Using the Pinch Zoom

You can open any image or web page and then use your thumb and index finger to zoom in/out through the pinch gesture.



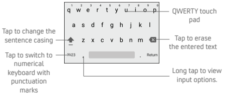
Double-tap

Tap quickly twice on a webpage, map, or other screen to zoom. For example, double-tap a section of a webpage in the browser to zoom that section.



Using the Onscreen Keyboard

Some applications display the keyboard by default. In others, you will be required to tap a text field, where you want to enter text, to open the keyboard.


QWERTY touch pad
Tap to change the sentence casing
Tap to erase the entered text
Tap to switch to numerical keyboard with punctuation marks
Long tap to view input options.

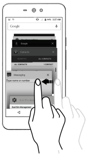
ⓘ After typing, tap ▽ key to close the keyboard.

ⓘ Tap and hold the text field to open a menu and to cut/copy/paste text.

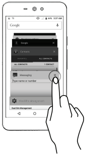
Recent Applications

Tap and hold the ☐ key to view the list of recently used applications. You can easily remove items from the list to free some memory and make your phone work faster.

There are two ways to remove items from the list



Drag an item towards left or right



Tap the **X** (close) icon on the item.

Make a Call

Tap ☎ on the menu screen or the home screen to open the dialpad for making calls.

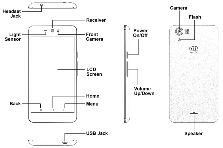
By default, the dialer will display a list of contacts on which calls have been made very often and the contacts which have been marked as favorites. You may view the call log and the list of contacts by swiping towards left. You can view the dialpad by tapping ⊞.

and the content formats supported.

- Other product logos and company names mentioned herein may be trademarks or trade names of their respective owners.

*Operator tariff shall be applicable for SMS.
**Micromax privacy policy is available at www.micromaxinfo.com.

Understand Your Phone



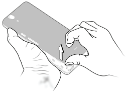
Getting Started

SIM and Memory Card Insertion

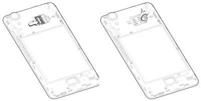
Your Q345 is a dual SIM phone with expandable memory. This handset supports Micro SIM card only.

Switch off your phone before SIM/memory card insertion/removal and insert the card(s) in the slots correctly.

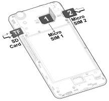
① Switch off your phone and remove the rear cover, as illustrated below:



② Slide right and pull up SIM 1 latch, as illustrated in the following image:



③ Insert the SIM card(s) and memory card in the card slots, as shown:



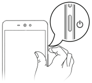
Please keep the SIM card out of the reach of children.

The card and the contacts are vulnerable to damage due to scratching or bending. Therefore, be careful when inserting or removing the cards.

Use only compatible memory cards with this device. Incompatible memory cards may damage the card or the device and corrupt the data stored in the card.

Handset Keys

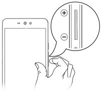
Power Key



- **Turn On** : Press the Power key for 3-4 seconds.
- **Wake up the Screen** : Firmly press the Power key to wake up the screen or to turn off the screen.
- **Turn Off** : Wake up the screen first. Now, long press the Power key then tap "Power off" to turn off the phone.
- **Quick Options** : Wake up the screen first. Now, press the Power key for 2 seconds to view quick options.

Volume Keys

Adjust the in-call, media, and ringtone volume from the volume keys available on the right side of the device.



Contacts

Go to ⋯ →

Store, use, and synchronize contact details in your contact list. You can mark contacts as favorites in your phonebook. Use tabs or swipe left and right to swap between the list of contacts and favorite contacts list.

Add a new contact to the contacts list by tapping icon and then entering the contact name, number and details in the respective fields.

Synchronize Your Contact List

You can synchronize your contacts list with any of your accounts configured on this device.

To synchronize your contact list:

1. Tap the ⋮ icon on the contacts screen and then tap **Accounts**.
2. Select or add the account(s) with which contact list is to be synchronized.

Your contacts synchronization will take few seconds to complete.

To synchronize contacts, you need to have Internet connectivity via your SIM or Wi-Fi. If your Sync does not proceed as expected, check network connectivity.

Airplane Mode

Some locations may require you to disable all the network-related functions of your mobile. The Airplane Mode allows you to disable all incoming and outgoing calls, Wi-Fi, and Bluetooth connections.

To activate the airplane mode:

Press and hold the Power button and then select **Airplane mode**.

Or

Open the toolkit panel and tap **Airplane mode** option.

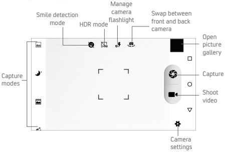
Send Message

To send a message:

1. Tap on the menu screen or the home screen to go to the messaging section and then tap to compose a message.
2. Tap the ⊕ icon to view the types of files that can be attached and select the desired type of multimedia file.
3. Tap to select the composition text box and enter your message body in it.
4. Enter the contact name (if it exists) or enter the phone number. You can tap the icon to view and select contact(s) from the contact list.
5. Tap ➤ to send the message.

Camera

Go to ⋯ →



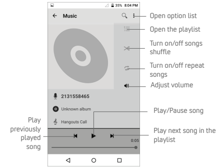
Gallery

Go to ⋯ →

You can use the Gallery to view pictures, play videos, and share files. Tap an album to open its contents.

Music Player

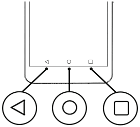
Go to ⋯ →



Press the phone's volume up/down keys on the right side of the phone to adjust the volume.

You can use an SD card to increase the storage capacity for your multimedia files such as music, photos, emails, and so on.

On Screen Keys

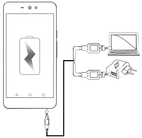


□ **Menu Key**	- Tap to open the most recently used applications.
○ **Home Key**	- Opens the Home screen. If you are viewing any of the extended Home screens, opens the main default Home screen. - Long tap and drag to "Google" to open Google Now.
◁ **Back Key**	- Takes you to the previously opened screen until the Home screen appears. - If the onscreen keyboard is open, closes the keyboard.

Charge the Battery

Before using the device for the first time, we recommend you to use the power adapter to fully charge the battery.

Connect the power adapter to the power outlet and the USB cable, as illustrated in the following image:



When turned on, the battery level and charging status gets displayed in the upper-right corner of the screen.

Use only Micromax chargers and cables. Other chargers or cables can cause the battery to explode or damage your device. This may invalidate your phone warranty.

Home Screen

You can personalize your home screen with shortcut icons, widgets, and wallpapers. To view quick options to change wallpaper and add widgets, long tap on an empty space on the the home screen. You can add extensions to the home screen by dragging an item to the right edge of the screen until a new screen appears. Your Q345 will show only those extended home screens that have some shortcut/widget placed on them. Swipe left or right on the home screen to view the next extended home screen.

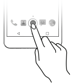
In the bottom pane, there will be five launcher icons for you to open different sections in the phone. Except the application launcher in the middle of the pane, you can rearrange and manage the other four icons. Tap and hold to select a launcher icon and then you can rearrange, change, or remove it with ease.

Know More About Widgets...

Widgets allow placing application shortcuts on your home screen. You can place analog clock, your recent call logs, and other such sections of your phone on the home page and access them directly!

Application Launcher

Application launcher or Application menu is available right in the middle of the home screen bottom pane.



Tap ⊞ to view all inbuilt and installed applications. In the application menu, tap and hold any application to take it to the home screen; release the hold to place at any desired location on the home screen.

Account Configuration

Google Account

Go to ⊞ → ✉

Some applications and services of your smartphone may require you to sign in to your Gmail account. If you do not have an existing Gmail account, you can easily sign up and create a new account from the Gmail app in your phone.

Configuring Gmail account will not only allow you to access your emails but will also enable you to sync your phone calendar and contacts with your Gmail account. Changing your handset and taking contact list backup cannot get easier. In addition to this, your Gmail account lets you take full advantage of applications and services offered by Google on your Android phone. Configure your Google account on this handset to get an ease-of-access and sync your preferences and data on some applications rendered by Google.

ⓘ Network connection is required for a successful Gmail account configuration.

Other Accounts

In addition to Gmail, you can configure other email accounts from:

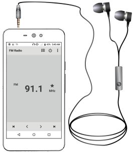
⊞ → ⚙ → **Accounts** → **Add account**

Also, you can download desired email application from the Play Store and access emails from the respective application.

FM Radio

Go to ⊞ → 📻

You can listen to your favorite FM channels using the inbuilt FM receiver of your phone. Before starting the FM, you need to plug-in the headset as it works as antenna for the FM radio. Use the intuitive icons in the radio interface to enjoy the features of your inbuilt FM radio.



ⓘ Press the phone's volume up/down keys on the right side of the phone to adjust the volume.

Settings, Networks, & Applications

Your phone can connect to networks and devices, including Internet, Wi-Fi, Bluetooth, and devices, such as headsets. You can also transfer files to/from your PC through the data cable.

Go to ⊞ → ⚙

Connect to the Internet

To configure Internet, go to ⊞ → ⚙ → **Data Usage** and tap the SIM connection on which data connection is to be enabled. Under the selected SIM connection tab, enable the **Cellular data** option.

You may also need to configure the access point name for the data connection to work.

You can configure the access point name from:

⊞ → ⚙ → **More** → **Mobile networks** → **Access Point Names**

ⓘ By default, the access point name gets configured once you insert the SIM or your network provider sends the access point name settings via SMS. You may need to install these settings. If the access point names are not listed by default, please contact your network provider for the same.

Tethering & Portability

You can use your Q345 as a modem and connect your PC or laptop to the Internet, when required. Start using your SIM data pack on other handset, PC or Laptop now!

Go to ⊞ → ⚙ → **More** → **Tethering & portable hotspot.**

USB Tethering

1. Connect your phone with your PC/Laptop via USB cable.
2. Enable the **USB tethering** option.
3. Select your phone network as the network connection in your PC/laptop and get access to the Internet.

Bluetooth Tethering

1. Pair your phone with the Bluetooth enabled PC/laptop via Bluetooth pairing option.
2. Enable the **Bluetooth tethering** option in your phone.
3. On the paired PC/laptop, select the Bluetooth device (your phone) and choose to connect to the Internet.

Wi-Fi Hotspot

1. Turn on the **Wi-Fi hotspot** option in your phone.
2. On the other Wi-Fi enabled PC/laptop/handset, choose your phone as a Wi-Fi network to connect with it.
3. View and configure Wi-Fi hotspot settings by tapping the **Wi-Fi hotspot** option.

ⓘ Your mobile operator will charge you based on your data usage.

Pair With Bluetooth Devices

Go to ⊞ → ⚙ → **Bluetooth**

To pair your Q345 with some other Bluetooth device:

1. If Bluetooth is off, tap **Bluetooth** and turn it on. Your phone scans and displays the list of Bluetooth devices in range.
2. Tap the ID of the other device in the list to pair with it.
3. You will be prompted to confirm passkey on both devices. Tap **Pair** to confirm the passkey and pair the devices. On successful pairing, your phone connects to the device.

ⓘ If the device you want to pair with is not in the list, make it discoverable and then tap the ⋮ icon on the Bluetooth screen and select **Refresh**.

Google Maps

Google Maps is an app from Google that gives you access to various map-related services. You can view your location on a map, search for different landmarks, find directions to locations, and even view Street View photos from around the world. The built-in navigation works with GPS to give step-by-step route guidance while driving or walking. You can download maps to use offline, when you don't have an Internet connection. For the best experience with Google Maps, configure the following settings:

Enable location access from ⊞ → ⚙ → **Location.**

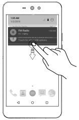
Go to ⊞ → 🗺 to start using Google Maps.

Notifications

Notifications get listed in the notification panel for all events, such as missed calls and text messages, as and when they happen in the device. Also, you can now view notifications from the lock screen directly.

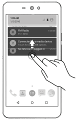
Open Notification Panel

Swipe down to open the notification panel.



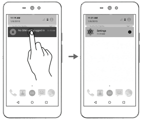
Close Notification Panel

Swipe up to close the notification panel.



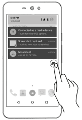
View Application Details

Long tap a notification to view the notification generating application.
For Example, "Phone" will generate "Missed call" notification.



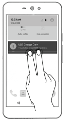
Clear All Notifications

Tap the icon to clear all the notifications.



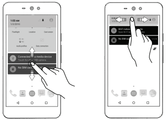
Open Toolkit Panel

Use two fingers to drag down the toolkit quick access panel.



Swap between the Notifications and Toolkit

Swipe right or left on the upper pane of the notification or toolkit panel to swap.
Also, you can swipe up and down to swap between the two sections.

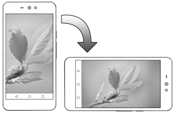


When you receive a notification, its icon appears in the status bar, along with a brief summary. You may clear each notification separately by swiping it towards left or right.

Toolkit provides you shortcuts to manage basic phone features, such as Airplane Mode, Wi-Fi, Display Brightness, and many more.

Gravity Sensor

Your phone has gravity sensor to detect gravity and display correct orientation based on the motion.



You can enable/disable the auto-rotate feature by tapping **Auto-rotate** on the toolkit quick access panel.

Or

You can enable/disable the auto-rotate feature from:

⠿ → ⚙ → **Display** → **When device is rotated**

Phone Security

Unlock the Screen

By default, Swipe Unlock is your unlocking technique.

To unlock:

1. Wake up the screen by firmly pressing the Power key.
2. Place your finger on the lock icon and swipe up to unlock the screen.

Please note that you need to swipe from the lock icon to the unlock icon on the Start App lock screen.

Phone Unlocking Methods

Protect your phone from unauthorized access. Once locked, the phone can be unlocked by providing the unlocking password set while choosing the unlocking technique.

Choose and set a screen unlocking technique from:

⠿ → ⚙ → **Security** → **Screen lock**

It is important to remember the passwords and commands, which you set for your phone. A forgotten password cannot be retrieved.

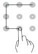
Voice Unlock

Set voice commands to unlock the phone. Also, you can set wake up commands to unlock and launch dialpad/messaging/camera directly.

PIN

Set a PIN of atleast four digits as the password to unlock.

Pattern



Connect the dots to form a pattern and use the same to unlock.

Password

Set and use an alphanumeric password of atleast 4 characters to unlock the phone.

Smart Lock

Smart Lock feature allows you to disable the applied phone unlock method when connected to a specific device or the handset is at a specific place or using the face unlock method.

You may set these smart lock methods from:

⠿ → ⚙ → **Security** → **Smart Lock**

The Smart Lock option will get unlocked only when you apply a screen lock method other than "Swipe".

Internet connection is required for using Google Maps. When you use the map, you use your Internet connection to transfer data to and from your phone.

The Google Maps application may not be available in every street, country or region.

Micromax does not guarantee the accuracy of any directional services

Manage Applications

Your phone comes with a host of applications to make your life easier and more convenient. The Android phones offer users access to unlimited entertainment sources. You can download applications, games, movies, and books from the ever-increasing Google Play Store. New items get added almost daily to the Play Store to give users a never-ending fun experience.

To view and manage the list of all inbuilt, downloaded, and running applications, go to ⠿ → ⚙ → **Apps**.

To download applications, games, movies, and books from the Google Play Store, go to ⠿ → ▶ to access the Google Play Store. View the details and download items, as desired.

Not all items are free of cost in the Google Play Store.

You need to have an Internet connection and be signed in to your Google Account to use the Google Play Store.

Safety Precautions

Switch off your device in any area with potential explosive atmosphere. Sparks arising out of radio frequency may cause fire or explosion. Therefore switch off your device at refueling stations, fuel depots, chemical plants or places where blasting operation is in progress. Remember to comply with legal requirements and local restrictions when using the phone.

Your Phone's radio waves may interfere with inadequately shielded medical devices. Consult a physician or manufacturer of the medical device to know whether they are adequately shielded from external Radio Frequency. Switch off your device when regulations require you to do so.

Always keep the phone and accessories out of reach of small children. Small parts such as the SIM card or microSD card can be dismantled and swallowed by small children.

Do not place the phone near electromagnetic data carriers such as credit/Debit cards. Information stored on them could be lost.

Permanent damage to hearing may occur if you use earphones at high volume for prolonged periods. Set your volume to a safe level. If you experience discomfort in your ears, reduce the volume or discontinue the use of your earphones.

Manufacturers of medical devices recommend a minimum distance of 15.3 cm (6 inches) between a wireless device and an implanted medical device such as pacemaker or cardiverter defibrillator to avoid issues arising out of radio frequency interference.

The mains voltage (V) specified on the power supply unit must not be exceeded to prevent damage to the charging device. The power supply must be plugged into an easily accessible AC power socket when charging the battery.

You may only open the phone to replace the battery (if not inbuilt), SIM card and micro SD card. You must not open the battery under any circumstances. All other changes to this device are strictly prohibited and will invalidate the warranty.

The phone may cause interference in the vicinity of TV sets, radios and PCs.

Only use Micromax specified batteries and charging devices.
The battery may cause damage, injury or burns if a conductive material closes the circuit of the terminals. Exercise care in handling any charged battery, particularly when placing it inside your pocket, purse or other container with metal objects. Do not dispose of batteries in fire as they may explode.

Do not use the phone while driving. When you have to use the phone, please use the earpiece.
Please put the phone safely in the phone stand. Do not put it onto any passenger seat or any place from which it may fall down during collision or emergency braking.

Flight is influenced by interference caused by the phone. It is illegal to use a phone on the airplane. Please turn off your phone during a flight.

The phone must be repaired by Micromax authorized personnel only. Repairing this phone by yourself other than our authorized service agents/centers goes against the warranty rules.

Taking Care of Your Device

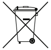
Your device is a product of superior design and craftsmanship and should be handled with care. The following suggestions will help you protect your phone.

- Keep the device dry. Precipitation, humidity, and all types of liquids or moisture can rust the electronic circuits. If your device gets wet, remove the battery, wipe it with a dry cloth and take it to an authorized service center.
- Do not store the device in high or cold temperature. Extreme temperatures can shorten the life of electronic devices and damage batteries.
- Do not use or store the device in dusty, dirty areas. Its moving parts and electronic components can get damaged.
- Do not attempt to open the device other than as instructed in this guide.
- Do not drop, knock, or shake the device. Rough handling can break internal circuit boards and fine mechanics.
- Do not use harsh chemicals, cleaning solvents, or strong detergents to clean the device. Only use a soft, clean, dry cloth to clean the surface of the device.
- Do not store your device near magnetic fields or allow your device to come in contact with magnetic fields for extended period of time.

Battery Recommendations

- Please put the battery in a cool and well-ventilated place out of direct sunlight. We recommend you to charge the battery at room temperature range.
- Batteries have life cycles. After a full charge, if the power reserve of the battery tend to deplete inordinately faster than usual, the battery life is at an end. Replace the battery with a new battery of the same make and specification.
- Use manufacturer approved batteries, chargers, accessories and supplies. Micromax will not be held responsible for user's safety when using unapproved accessories or supplies.
- Do not discard the battery with household trash. Please dispose of used battery according to your local environmental laws and guidelines.

Recycle your Phone



The WEEE logo (shown at the left) appears on the product (battery, handset, and charger) to indicate that this product must not be disposed off or dumped with your other household wastes. You are liable to dispose of all your electronic or electrical waste equipment by relocating over to the specified collection point for recycling of such hazardous waste.

Collection and proper recovery of your electronic waste equipments at the time of disposal will allow us to help preserve the environment. Recycling of the electronic waste equipment will ensure safety of human health and environment. For more information on best practices for disposal of electronic and electrical waste, please visit to our web site: www.micromaxinfo.com/weee.php.

Note: Micromax will not bear any responsibility for any incompliance with the above mentioned guidelines or improper usage of the mobile phone.

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